

When to Delete a Voucher

NAVIGATION: Accounts Payable > Voucher > Add/Update > Delete Voucher

You may want to delete a voucher to:

- Remove a duplicate voucher

- Correct a Chartfield

- Change the amount when the voucher exceeds thresholds

Before you may delete a voucher, the voucher must not have been:

- Posted

- Paid or partially paid

- Matched

Note: If the voucher has been matched, you must unmatch it using the **Match Manager** page.

Delete Voucher - Microsoft Internet Explorer provided by The State of Kansas

https://smart.ks.gov/psp/FNPRD1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_DELETE.GBL?PORTALPARAM_PTCNAV=EP_VCHR_DELETE_GBL&EOPP.SCNode=ERP&EOPP.SCPortal=EMPLOY

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New Window Help

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = 62900

Voucher ID: begins with

Entry Status: =

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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https://sys.smart.ks.gov/psp/FNTST1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_DELETE.GBL?PORTALPARAM_PTCNAV=EP_VCHR_DELETE_GBL&EOPP.SCNode=ERP&EOPP.SCPortal=EMPI

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Voucher Delete

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Delete Voucher | **Voucher Details**

Business Unit: 17300 Voucher: 00000434

Vendor

Vendor:	56500	KS Dept. of Revenue
ShortName:	KDOR-001	

Voucher Information

Invoice:	TEST5APRIL22	Origin:	I	Header Budget Status:	Not Chk'd
Date:	04/22/2010	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	1,254.00	USD		Entry Status:	Postable

Related Voucher

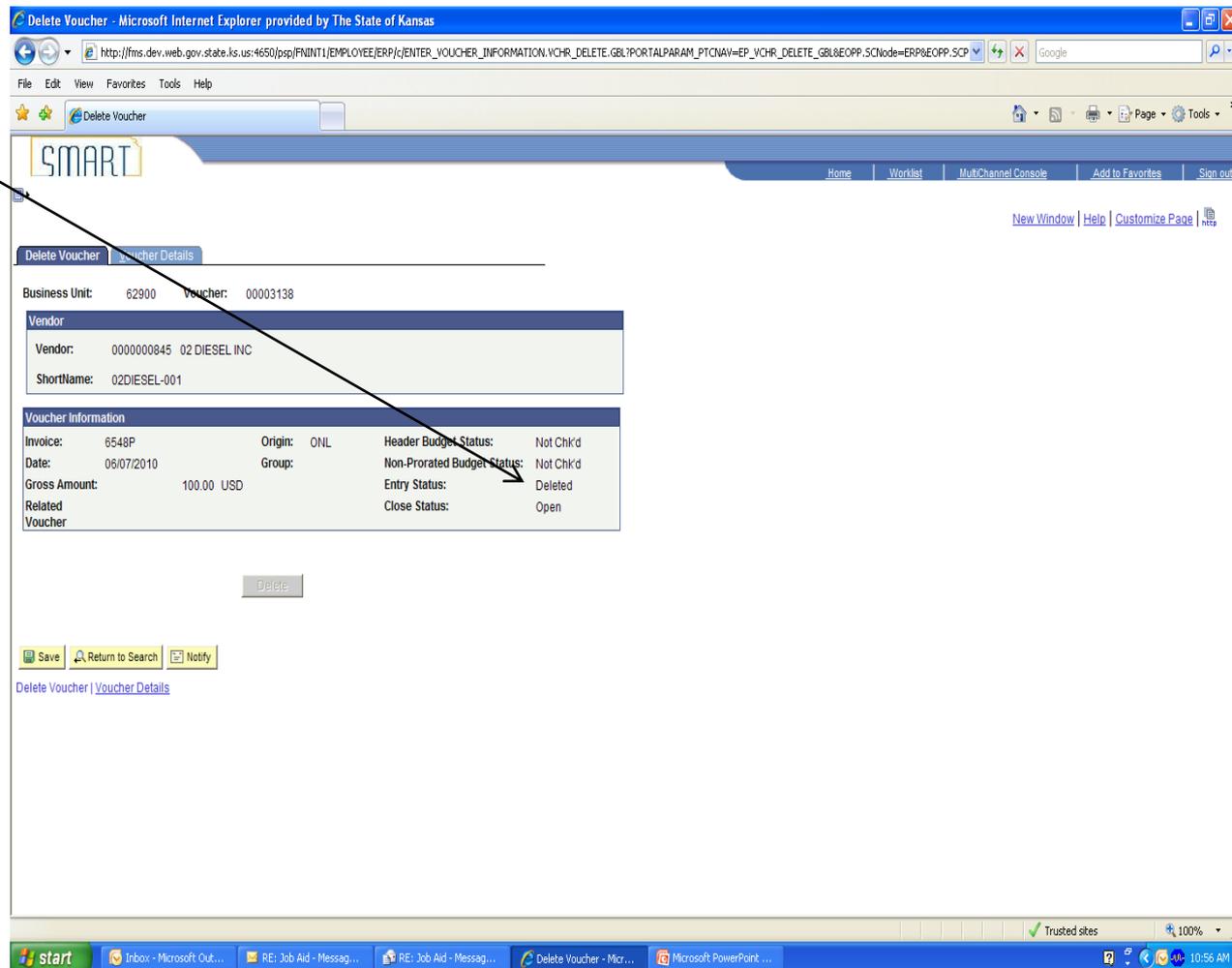
[Delete Voucher](#) | [Voucher Details](#)

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Page Display showing status of voucher after deletion.



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http://fms.dev.web.gov.state.ks.us:4650/psp/FNINT1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_DELETE.GBL?PORTALPARAM_PTCNAV=EP_VCHR_DELETE_GBL&OPP.SCNode=ERP&OPP.SCP

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Delete Voucher | Voucher Details

Business Unit: 62900 Voucher: 00003138

Vendor

Vendor: 0000000845 02 DIESEL INC
ShortName: 02DIESEL-001

Voucher Information

Invoice:	6548P	Origin:	ONL	Header Budget Status:	Not Chk'd
Date:	06/07/2010	Group:		Non-Prorated Budget Status:	Not Chk'd
Gross Amount:	100.00 USD	Entry Status:		Deleted	
Related Voucher		Close Status:		Open	

Delete

Save Return to Search Notify

Delete Voucher | [Voucher Details](#)

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When to Close a Voucher

NAVIGATION: Accounts Payable > Voucher > Add/Update > Close Voucher

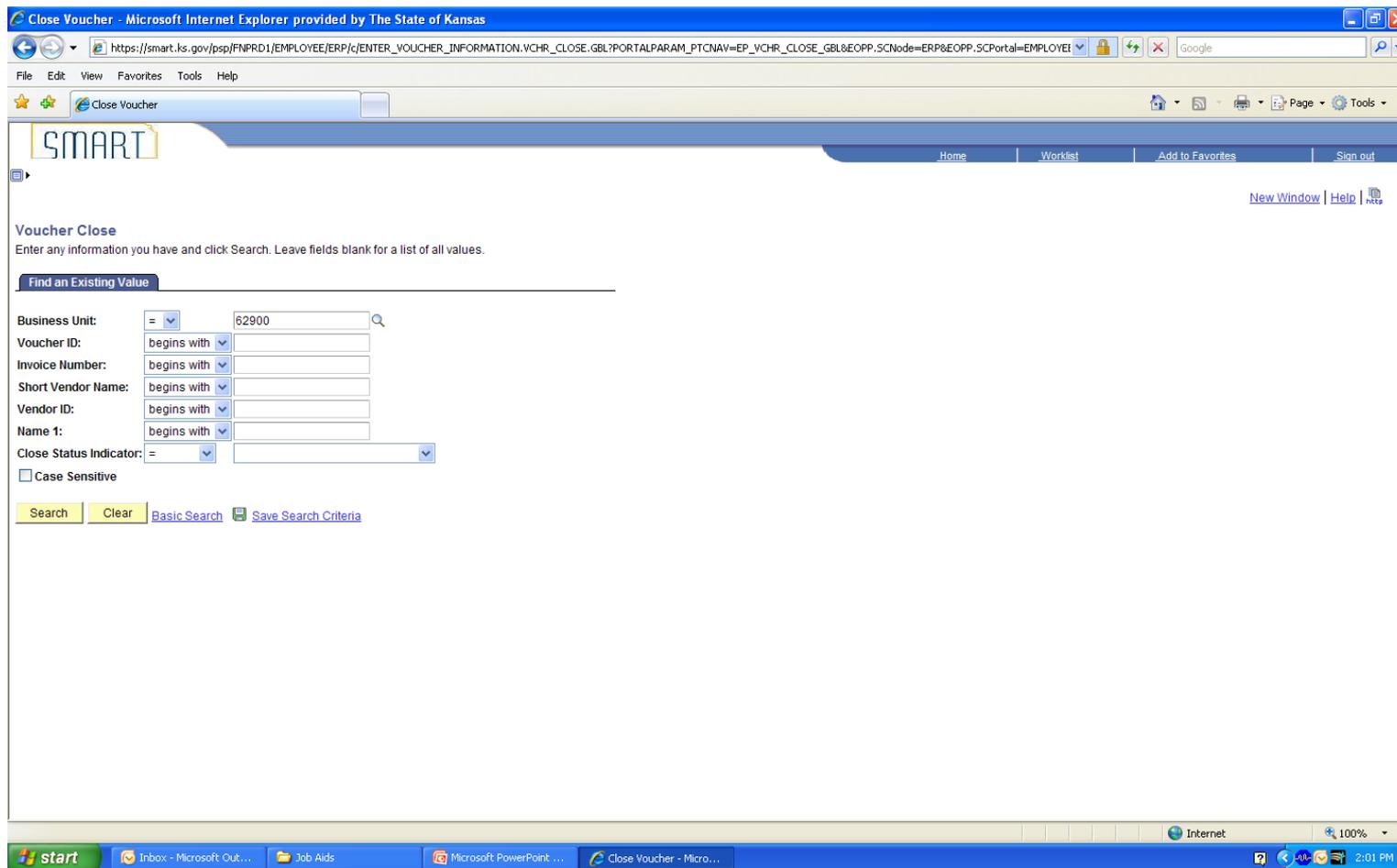
You may want to close a voucher to:

- Close the liability
- Consider the voucher complete
- Credit the associated expense accounts
- Debit the liability accounts

Before you may close a voucher, the voucher must be:

- Posted
- Not related to a PO (Not matched)
- Not selected for payment
- Not paid

Note: Vouchers that have been matched and posted but not yet paid can be closed unless the voucher is related to a purchase order (PO). If the voucher relates to a PO, a reversal voucher must be entered in order to restore the encumbrance.



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https://smart.ks.gov/psp/FNPRD1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_CLOSE.GBL?PORTALPARAM_PTCNAV=EP_VCHR_CLOSE_GBL&EOPP.SCNode=ERP&EOPP.SCPortal=EMPLOYEE

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Close Voucher

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New Window | Help

Voucher Close

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [dropdown] [62900] [search]

Voucher ID: [begins with dropdown] [text box]

Invoice Number: [begins with dropdown] [text box]

Short Vendor Name: [begins with dropdown] [text box]

Vendor ID: [begins with dropdown] [text box]

Name 1: [begins with dropdown] [text box]

Close Status Indicator: [dropdown] [dropdown]

Case Sensitive

Search Clear Basic Search Save Search Criteria

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https://sys.smart.ks.gov/pspp/FNTST1/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_CLOSE.GBL?PORTALPARAM_PTCNAV=EP_VCHR_CLOSE_GBL&EOPP.SCNODE=ERP&EOPP.SCPortal=EMPLC

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Close Voucher

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Close Voucher | **Voucher Details**

Business Unit: 17300 Voucher: 00000409

Vendor

Vendor: 000068703 160 CAFE
ShortName: 160CAFE-001

Voucher Information

Invoice:	10GL1201	Origin:	ONL	Header Budget Status:	Valid
Date:	04/02/2010	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	505.55 USD	Entry Status:		Postable	
Related Voucher		Close Status:		Open	

Process Manual Close

Manual Close Date: 05/18/2010 Mark Voucher for Closure

Save Return to Search Previous in List Next in List Notify

Close Voucher | Voucher Details

Done

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Training Aids:

<http://da.ks.gov/smart/Training/CourseMaterials/SMARTCourseCatalog.htm>